

~~SECRET~~

3 December 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

As part of our continuing follow-up program, [redacted] 25X1A9a
who recently returned from a tour of duty as Administrative Support Assistant
25X1A6b [redacted] was interviewed on 22 November. [redacted] took the 25X1A9a
25X1A9a [redacted] Field Finance and Logistics course in 1969. Arrangements to interview Miss
[redacted] a recent returnee from [redacted], were made for January. 25X1A6a

25X1A9a

From a comment made by [redacted] it was discovered that the
Office of Finance has recently issued a Book Dispatch that changes duty status
reporting in the field. This change will be incorporated in the instructional
material used in the course.

2. The Project Officer in the Contract Cycle

Thirty-one applications for this course had been received as of the
closing date. On a component basis, the class will be constituted as follows:
O/DCI-1, DDI-4, DDS-8, DDS&T-6, DDP-6.

3. Clerical Orientation

The Clerical Orientation program was cancelled during the week of
22 - 26 November 1971 because there were too few eligible for attendance in
this course during that week. This is only the third cancellation of the
Orientation program in calendar year 1971.

B. MANAGEMENT TRAINING

25X1A5a1

1. [redacted]
[redacted] telephoned us this week to inquire about the status of the
[redacted] was assured that the course was still being given and
that additional runnings have been scheduled to begin shortly after the New
Year and throughout the spring. He was also advised that if the large enroll-
ment (40) experienced in the November running of the AM(P) continued, he

5X1A5a1
5X1A5a1

~~SECRET~~



SECRET

might expect an order for additional materials at an early date this spring. Thus far, provision has been in the MT schedule for runnings during the weeks of 13 February, 9 April, and 21 May. Enough materials are on our shelves to fill the requirements for two of these runnings.

2. Fundamentals of Supervision and Management (FSM)

Thirty-two employees, grades GS-05 through GS-13, attended the third running of the FSM course given at the Chamber of Commerce facility during the week of 29 November. Several changes were made in scheduling and in course content as compared to the running during the week of 1 November. The most significant change was the increased coverage devoted to the subjects of decision-making and problem-solving -- from 1 and 1/2 hours on Thursday to a full day on Tuesday. To provide this additional time, the segments on Motivation and Communication were cut from one day each to one-half day each.

3. Performance Appraisal Workshop

A specially designed Performance Appraisal Workshop was conducted during the mornings of 30 November and 1 December at Headquarters for 25 supervisory personnel of the Office of Computer Services. Grades of this group ranged from GS-11 through GS-15. Critiques will be obtained from the participants by the OCS Support Officer and then forwarded to Management Training. A substantial degree of interest in the Workshop was evident from the involvement of the participants during team discussions of questions pertaining to the performance appraisal process and during subsequent presentations of team answers to these problems. This was the eighth Workshop given by Management Training since the program was introduced in March of this year, and the sixth in a series of specially designed programs given in response to requests initiated by the components.

C. GENERAL

1. The Africa Division's Training Officer has requested a special memorandum concerning the marginal performance of a student in the last FF&L course to supplement the Report of Training, which usually serves as the only vehicle for recording and commenting on students' performance.

- 2 -

SECRET

SECRET

Although the Division indicated that a personality/attitude assessment would be appreciated, too, it was considered that the memorandum should be written only in terms of the student's performance in oral and written tests as it might affect related duties at a field station. The Chief Instructor of the Administrative Procedures course recently replied to a similar request of the AF/TO concerning a student in that course.

2. The Chief of the Clerical Training faculty has assisted the NPIC Training Officer in establishing a liaison channel with the Civil Service Commission's Training Center. NPIC is interested in learning of the Commission's experience with teaching beginners' shorthand on an in-service training basis.

25X1A9a

3. [] went on maternity leave effective 26 November.

25X1A9a

Her teaching duties will be absorbed by other members of the Clerical Training faculty. In addition, [] the Administrative Procedures instructor, has audited three sessions of the class in correspondence procedures to familiarize herself with the material covered so that she will be ready to help if the need arises.

25X1A9a

4. [] completed the Basic Writing Course on 30 November 1971.

25X1A9a

[]

/Chief, Support School, TR

Distribution:

Orig + 2 - Adse

1 - O/Ch/SUS/TR

1 - DC/SUS/AT

1 - DC/SUS/MT

25X1A9a

Ch/SUS/TR: [] jdg(3 Dec 71) 3356

SECRET